



**STATE OF TENNESSEE
ALCOHOLIC BEVERAGE COMMISSION**

Davy Crockett Tower
500 James Robertson Parkway, 3rd Floor
Nashville, TN 37243
615-741-1602

www.tn.gov/abc

4420 Whittle Springs Road
Knoxville, TN 37917
865-594-6342

170 North Main, 11th Floor
Memphis, TN 38103-1877
901-543-7284

540 McCallie Avenue, Suite 341
Chattanooga, TN 37402-2055
423-634-6434



**APPLICATION FEE
NON-REFUNDABLE**

Business Check, Money Order or Cashiers Check ONLY

ALL signature spaces MUST
be signed and notarized.

APPLICATION FOR SPECIAL OCCASION LICENSE

Name of Organization: _____

Business Address: _____ Business Tel () _____ Fax: () _____

City: _____ State _____ Zip Code: _____ County: _____

Mailing Address (if different from Business Address) _____
Street Address City State Zip

Email Address: _____ Web-Site Address: _____

I or We, _____
(President, Chairman, or Principal Officer(s) of Organization)

on behalf of the above-named organization, hereby make application to the Tennessee Alcoholic Beverage Commission for a special occasion license to serve or sell alcoholic beverages, pursuant to Tennessee Code Annotated §57-4-101(g) and §57-4-102(32).

1. For what date(s) and time(s) is the application sought?

(Note: Alcoholic beverages cannot be sold, served or consumed between 3:00 a.m. and 8:00 a.m. on weekdays or between 3:00 a.m. and 12:00 noon on Sundays. A special occasion license cannot be granted for a period longer than 24 hours or for times prohibited by preceding statement.)

Date(s) _____ during the hours of _____

2. For what premises is the license sought?

(Note: Premises must be specifically designated to the Commission. Premises must be located within the boundaries of a political subdivision which has authorized the sale of alcoholic beverages at retail pursuant to §57-3-106 or the sale of alcoholic beverages for consumption pursuant to §57-4-103. A special occasion license may also be issued for an event within the unincorporated portion of a county if at least one (1) municipality in such county has approved the sale of alcoholic beverages at retail pursuant to §57-3-106 or the sale of alcoholic beverages for consumption pursuant to §57-4-103. Organization must furnish documentation of permission to use designated premises for the sale or serving of alcoholic beverages.)

a) Address of Premises: _____

City State Zip Code County

b) Description of Premises (meeting room, entire building, etc.) _____

c) Owner(s) or Lessor(s) of Premises _____

Name

Address City State Zip

3. Does your organization meet the requirements for a special occasion license?

a) If a charitable or non profit organization, are you a corporation which has been recognized as exempt from federal taxes under Section 501(c) of the Internal Revenue Code? _____ If yes, provide document.

- b) If a charitable or nonprofit organization which does not have federal tax-exempt status, have you been in existence for 2 consecutive years and do you expend at least 60% of your gross revenue for religious, education or charitable purposes? _____ If yes, provide documentation.
- c) If a political organization, are you a political campaign committee as defined in T.C.A. §2-10-102(a)? _____ If yes, provide documentation.
- d) If a political organization, are you a political party as defined in T.C.A. §2-13-101? _____ If yes, provide documentation.
4. Has this organization applied for or been granted a special occasion license within this calendar year? If yes, list dates of application or license. (Note: An organization may not be granted more than 12 such licenses within a calendar year.)

5. The person or persons who will be in actual charge of the sale or serving of alcoholic beverages are: _____

6. The following further restrictions apply to special occasion licensees:
- a) You may not sell or serve alcoholic beverages to any person under the legal drinking age.
 - b) If you purchase your alcoholic beverages, you must purchase them from a retail liquor store.
 - c) The fee for a special occasion license is one hundred dollars (\$100.00), and must be paid before a license can be issued. Checks and money orders should be made payable to Tennessee Alcoholic Beverage Commission.
 - d) The application for a special occasion license must be submitted to the Tennessee Alcoholic Beverage Commission at least two weeks prior to the date of the event. Failure to submit a timely application will result in a late fee of two hundred dollars (\$200.00) per event.

WARNING: “YOUR STATEMENT IS MADE UNDER OATH OR AFFIRMATION. PROVIDING OR INCOMPLETE INFORMATION ARE GROUNDS FOR REJECTION OF APPLICATION OR SUSPENSION OR REVOCATION OF PERMIT IF ISSUED. FALSE STATEMENTS OR INCOMPLETE INFORMATION ARE ALSO SUBJECT TO THE PENALTIES OF PERJURY UNDER TENNESSEE LAW”

*** “THE ACCEPTANCE OF FEES DOES NOT GUARANTEE THE ISSUANCE OF A LICENSE OR PERMIT” ***

I, or We, the undersigned hereby certify that we have read this application form, that the information provided herein is correct, and that I, or we, are authorized by the named organization to make this application.

Print Name and Title

Signature

Print Name and Title

Signature

Print Name and Title

Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____

My Commission Expires _____

Notary Public

Notary Seal

TABC Validation

The State of Tennessee and the Tennessee Alcoholic Beverage Commission are Equal Opportunity Employers. Discrimination, in any of its practices, which is based on age, race, sex, color, religion, national origin, disabling condition or any other nonmerit factor is prohibited. Thus, the Tennessee Alcoholic Beverage Commission is an equal opportunity, equal access, affirmative action public entity.

FOR ADDITIONAL INFORMATION:

Contact the agency ADA Coordinator for this state agency: Assistant Director at 615-741-1602 or the Tennessee Office of Americans with Disabilities, Department of Personnel. Alternate formats of this notice are available on request.